

Completing Your High School & Beyond Plan On Naviance

Complete the following:

- ✓ Four Year Plan
- ✓ Resume (you can upload it if you already have one)
- ✓ Personality Inventory
- ✓ Career Interest Profiler
- ✓ Senior Survey (once you know what you are doing post-high school)

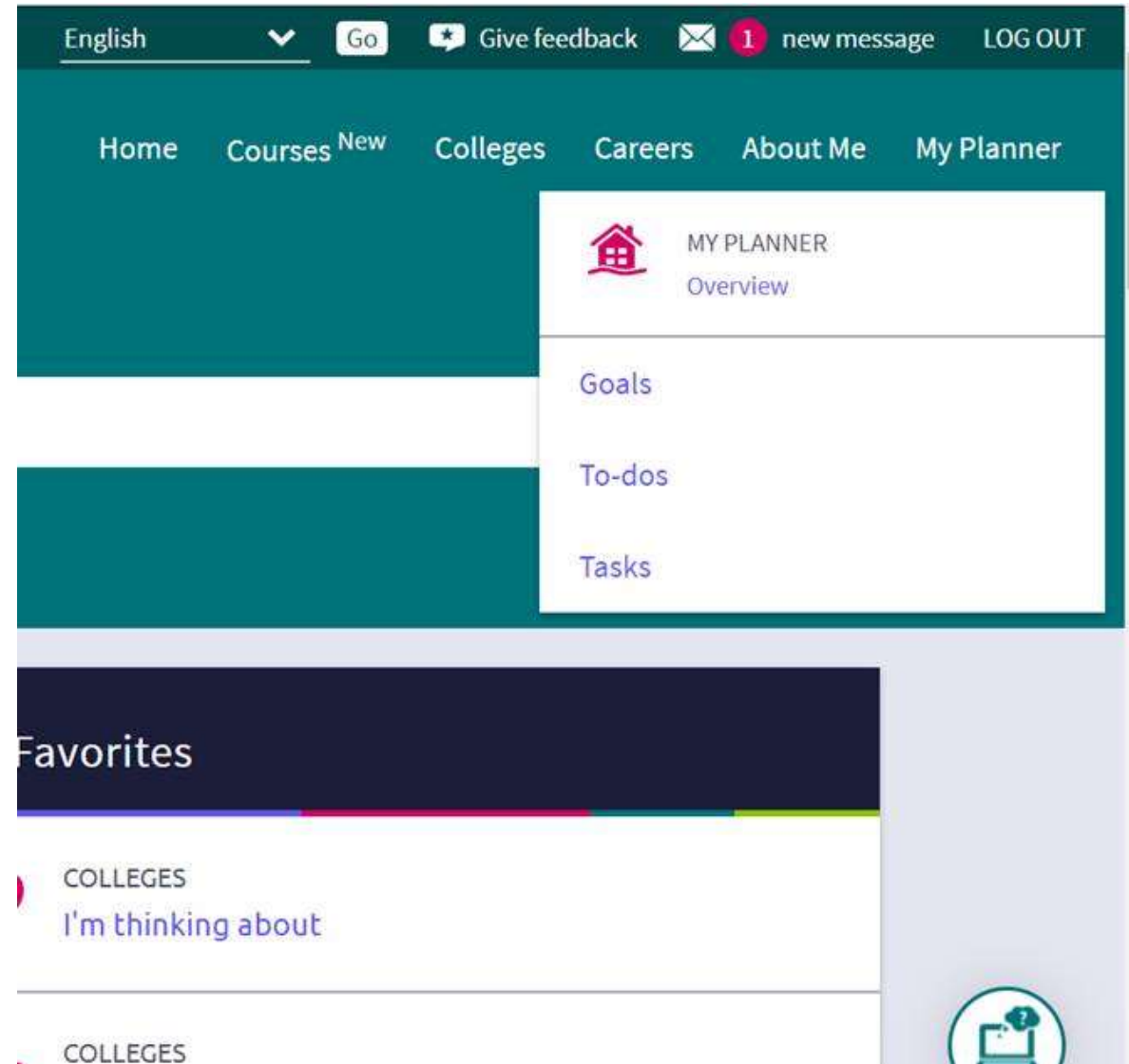
Logging on to Naviance.

Using your school laptop log onto Naviance by clicking on “sign in with Clever”

If you have issues logging in. Please email Ms. Aldridge to reset your password at aldridden@bsd405.org

How Do I Know What to Complete?

STEP 1: Log into Naviance...
on the top right menu, select “My planner”, then Tasks...



How Do I Know What to Complete?



STEP 2: Your Assigned Tasks will open. Scroll down to see "Tasks you Need to Work On"

The ones marked **GRADUATION** are tasks you **MUST DO** by April 20th (*except* the Senior Survey which will be assigned in May)

(Assigned by Deborah Kraft means they are District/State requirements.)

** Note: The tasks that say 'Required' or 'Recommended' are good to do, but not actually required for graduation.

Tasks you Need to Work On

 TASK	Apply for scholarships DUE Sunday May 31, 2020 Assigned by Deborah Kraft	REQUIRED
 TASK	Complete Career Interest P... DUE Sunday May 31, 2020 Assigned by Deborah Kraft	GRADUATION
 TASK	Complete Graduation survey DUE Sunday May 31, 2020 Assigned by Deborah Kraft	GRADUATION
 TASK	Create/Update Resume DUE Sunday May 31, 2020 Assigned by Deborah Kraft	GRADUATION

Create your 4-year plan on Naviance

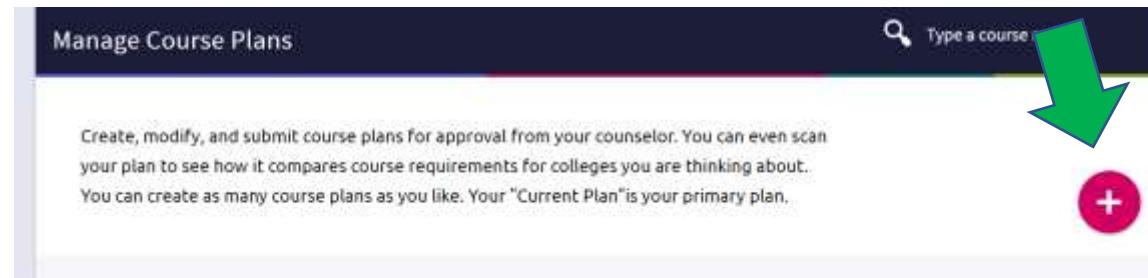
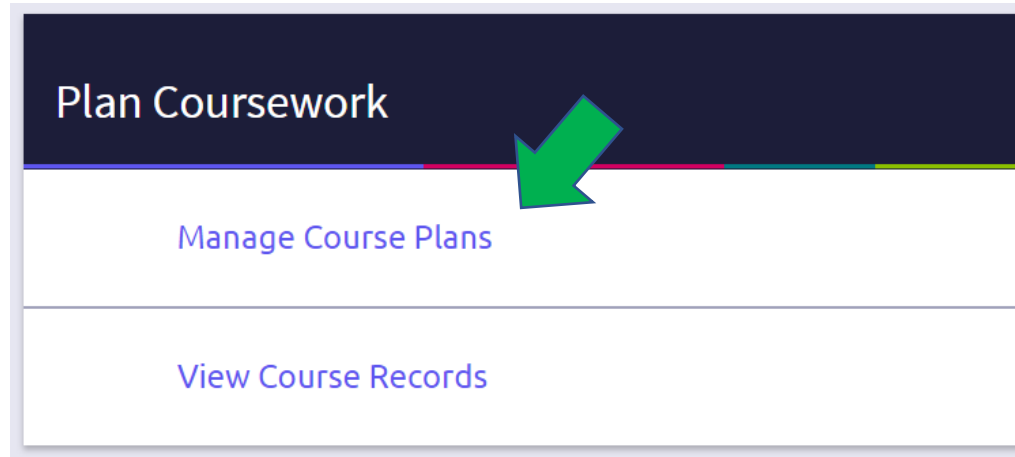
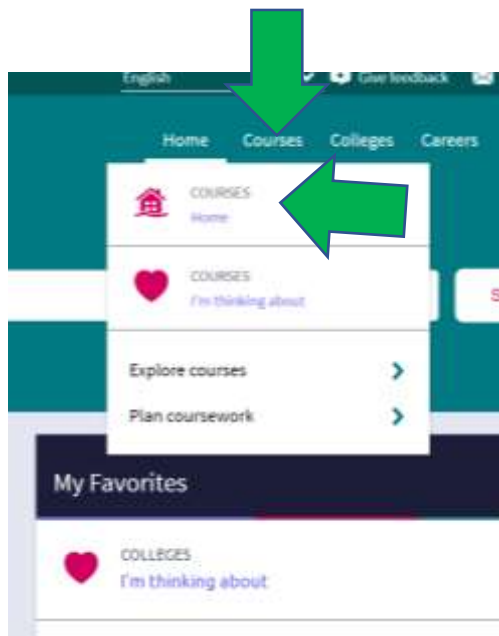
1. Click on “Courses” on the menu bar at the top right
2. Click Manage Course Plans

*If you have started a plan, update it.

If you haven't created any draft plans yet, click the
to begin.

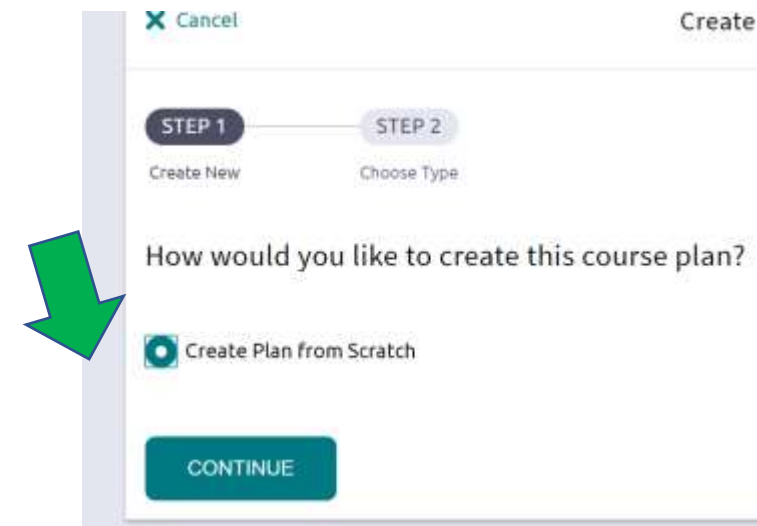


If you don't see the exact course you completed, please pick an equivalent course so you can complete the plan.



Select the “Class of 2020 and Beyond High School Graduation Plan and College Admission.”

Select “Choose and view plan” towards the bottom of the page.



Complete the “Do What You Are Assessment”

Do What You Are” Assessment:

Click on “about me” tab

Under “my assessments”, click on “Do What You Are”

“Do What You Are” Results:

Provides your personality type

Connects your personality type to different career fields

Complete the “Career Interest Profiler”





Click on “Careers and Clusters” tab on right
On the left Quick Links bar, click on “Career Interest Profiler”

Career Interest Profiler

- Once you're logged in, go to the Careers And Clusters Tab on right!



My Favorites

-  COLLEGES
I'm thinking about
-  COLLEGES
I'm applying to
-  COURSES
I'm thinking about
-  CAREERS AND CLUSTERS
I'm thinking about

Career Interest Profiler – quiz using the Holland's Code

Quick Links

EXPLORE CAREERS

[Favorite careers and clusters](#)

[Explore careers and clusters](#)

WHAT ARE MY INTERESTS?

[Career cluster finder](#)

[Career interest profiler](#)



Career Interest Profiler

STEP 1

Intro

STEP 2

Profile Questions

STEP 3

View Results

Introduction

You are about to begin the Career Interest Profiler, a tool that can help you discover the types of work activities and careers people do at their jobs.

When choosing your answers, think about whether you would like or dislike doing a particular work activity if you had a chance to do the activity.

This is not a test. There are no right or wrong answers. The more accurately you answer each question, though, the better you will be able to complete all the answers in the page you are on and click the "Next" button. When you return to this section, you will pick up where you left off.

When you are ready to begin, please click the "Start" button below.

START

Creating a Resume - What is a Resume?

- A resume is a typed, one/two page summary of YOU and your experiences
- Use the Resume Builder on Naviance as an easy way to create a resume and to keep track of all your work activities, volunteer activities, awards, and more!
- **Or** upload a PDF of an existing resume if you already have one.

Creating A Resume Using Naviance

1. Click on “About Me” on the menu bar at the top right
2. Click “My Stuff”
3. Click on “Resume”

How to Create a Resume Using Naviance

The screenshot shows the Naviance Student interface for creating a resume. At the top, there is a navigation bar with the Naviance logo, the user's name 'Student', and links for Home, Colleges, Careers, About Me, and My Planner. Below the navigation bar, the main heading is 'Resume'. There are two tabs: 'Add/Update Sections' (which is active) and 'Print/Export Resume'. A red plus sign icon is visible on the right side of the main content area. The main content area is divided into four sections: Objective, Summary, Work Experience, and Extracurricular Activities. Each section has a 'MORE' menu icon and 'Edit' and 'Remove' buttons. The Objective section contains two entries: 'This is my Resume' and 'An adventurous individual who is ready to meet all challenges, support those in need and consistently pursue the betterment of all.' The Summary section contains one entry: 'Senior Class of 2019 - Washington High School'. The Work Experience and Extracurricular Activities sections are currently empty. At the bottom left, there is a video player control showing '4:22' and the name 'Checker/Bagger'. At the bottom right, there is a video player control showing 'Cross Country' and a Creative Commons license icon.

English Give feedback No new messages LOG OUT

Naviance | Student Home Colleges Careers About Me My Planner

Resume

Add/Update Sections Print/Export Resume

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

Objective MORE

Edit Remove

This is my Resume

Edit Remove

An adventurous individual who is ready to meet all challenges, support those in need and consistently pursue the betterment of all.

+ Add new Objective

Summary MORE

Edit Remove

Senior Class of 2019 - Washington High School

+ Add new Summary

Work Experience MORE

Edit Remove

Extracurricular Activities MORE

Edit Remove

4:22 Checker/Bagger

Cross Country CC

<https://www.youtube.com/watch?v=bc5keginaXM>

Uploading Your Existing Resume to Naviance

- Click on “My Planner” and go to “Tasks”
- Click on “Tasks Assigned to Me”
- Click on “Create/Update Resume”
- Click on the button that says “Drop files or click to Browse...”
- Clicking on that button allows you to upload your resume document.

It will still show that the task is “incomplete”. Please email Ms. López-Kopp that you have completed this task – she has to update this task manually. Lopezk@bsd405.org